

DRS/DSS INTRANET LETTERS

FOR

**25 SIGOURNEY STREET
HARTFORD, CT**

2003 NEWSLETTERS

(ISSUES # 32 THRU #41)

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: January 14, 2003
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet Issue #32

This is Issue 32 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for the first week in February, 2003. Please note that this Issue #32 has three (3) attachments as follows:

- Floor 17 showing exterior areas completed; areas 1-5 partially complete.
- Floor 18 showing exterior areas completed; areas 1-5 partially complete.
- Floor 19 exterior work completed 100%; sheetrock installation commences 1/13/03.

1. Restrooms

The work has been bid and funding has been requested. Awaiting approval.

2. Carpeting 18th Floor in areas where perimeter carpet was removed.

The work was bid and funding has been requested. Awaiting approval.

3. Department of Public Health – Info Line (860-509-7740)

The Info Line continues to be available to employees.

4. Construction Activity

Exterior construction activity has been shut down until Spring of 2003. Exterior perimeter repairs for the 19th floor were completed. Floors 17, 18 were completed *except* for the five (5) areas shown on the attached print. Sheetrock will not be re-installed in areas 1-5 on 17 until the exterior work is completed in the Spring of 2003.

Periodic monitoring of 17, 18 and 19 after rains or heavy snows or snow melts has been occurring and will continue through the winter with prompt action to be taken should there be any water infiltration.

Also attached is a print showing the tentative schedule (subject to change) for the installation of interior sheetrock on the 19th floor. The schedule calls for interior work to commence Monday, January 13th, after hours, using procedures reviewed by our environmental consultant and reviewed with the construction team. Steve Bobola, of DPW Project Management, is supervising this activity and is in daily contact with the DRS business office. In turn, the DRS business office is notifying employees, as appropriate, of activities scheduled to occur.

A planned schedule for the 17th floor will be distributed to the DRS business office and published in Issue #33 the first week of February.

Page 2 of DRS DSS Intranet Issue #32

As a precaution, a follow-up inspection of the wall cavities behind the new sheetrock will be scheduled for late Spring, 2003.

5. HVAC Project for Control of Static Pressure

Work has been completed.

Distribution List:

P. Delahanty, M. Becerra, A. Nichols, J. Brown, G. Faraci, W. Ponticelli, S. Bobala, ✓
DPW ✓
K. Meccariello, K. Tietjen, L. Cohen, M. Halle-Tunxis ✓
K. Pedevillano, M. Thibodeau, K. Forsa, A. Afting, T. Lawson-DRS ✓
A. Hardy, M. Barrett, M. Starkowski, T. A. Palmer-DSS ✓
Dr. Storey, A. Bracker, M. Trapp, L. Benaise-UCONN Health Center ✓
R. Pato, J. Pierce, D. Heckler-CONN-OSH ✓
C. Webb, M. Fleissner, T. St. Louis-DPH ✓
C. Rao, J. Ganser, M. Johnson-NIOSH ✓
L. Cannon, S. Arena-Enviromed ✓
M. Winkler, A&R Employees Union ✓

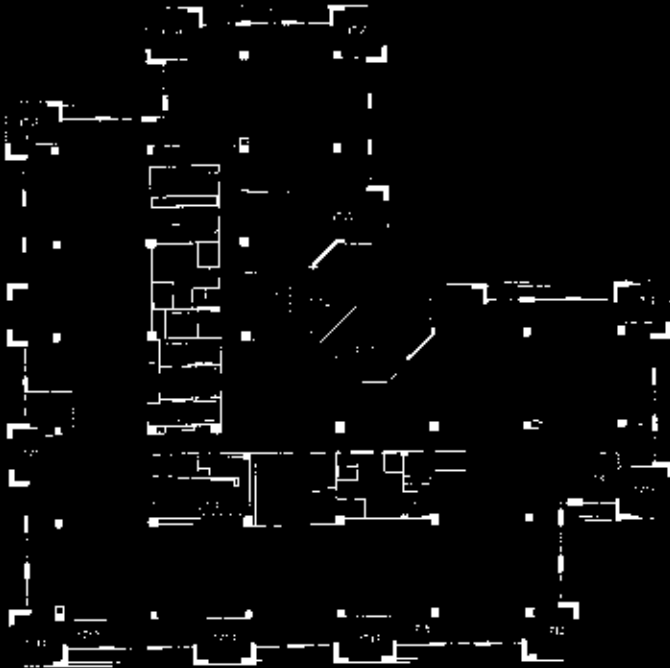
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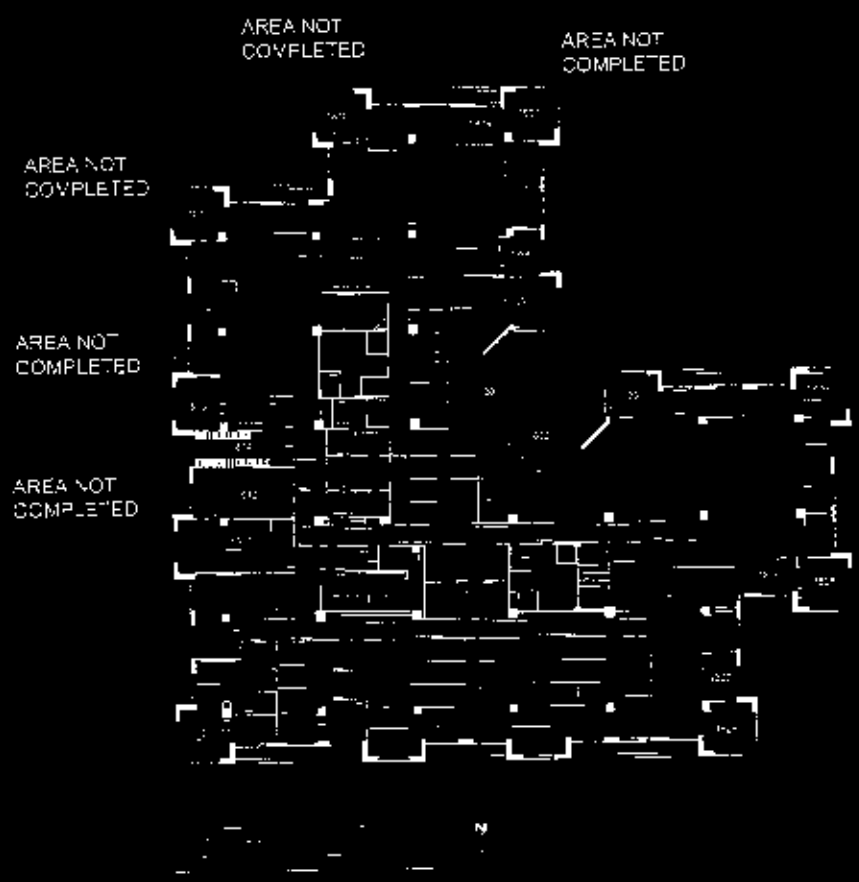
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TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: February 28, 2003
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #33

This is Issue 33 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for late March, 2003. Please note that this Issue #33 has a diagram attached showing the 17th floor sheetrock schedule. The DRS business office has been receiving daily updates and, in turn, daily updates are distributed as appropriate by DRS.

1. Restrooms

The work has been bid and funding has been requested. Awaiting funds.

2. Carpeting 18th Floor in areas where perimeter carpet was removed.

The work was bid and funding has been requested. Awaiting funds.

3. Department of Public Health – Info Line (860-509-7740)

The Info Line continues to be available to employees.

4. Construction Activity

Exterior construction activity has been shut down until Spring of 2003.

Interior sheetrock has been completed on the 19th floor and two offices that served as "test areas" have been restored and will be occupied.

Interior sheetrock is in progress after hours on the 17th floor and the daily schedule is distributed to the DRS business office, who notifies employees as appropriate.

Periodic monitoring of 17, 18 and 19 after rains or heavy snows or snow melts has occurred and will continue through the winter with prompt action to be taken should there be any water infiltration.

Steve Bobola, of DPW Project Management, is supervising the sheet rock and inspection activity and keeps the DRS business office informed on a daily basis.

5. HVAC Project for Control of Static Pressure

Work has been completed.

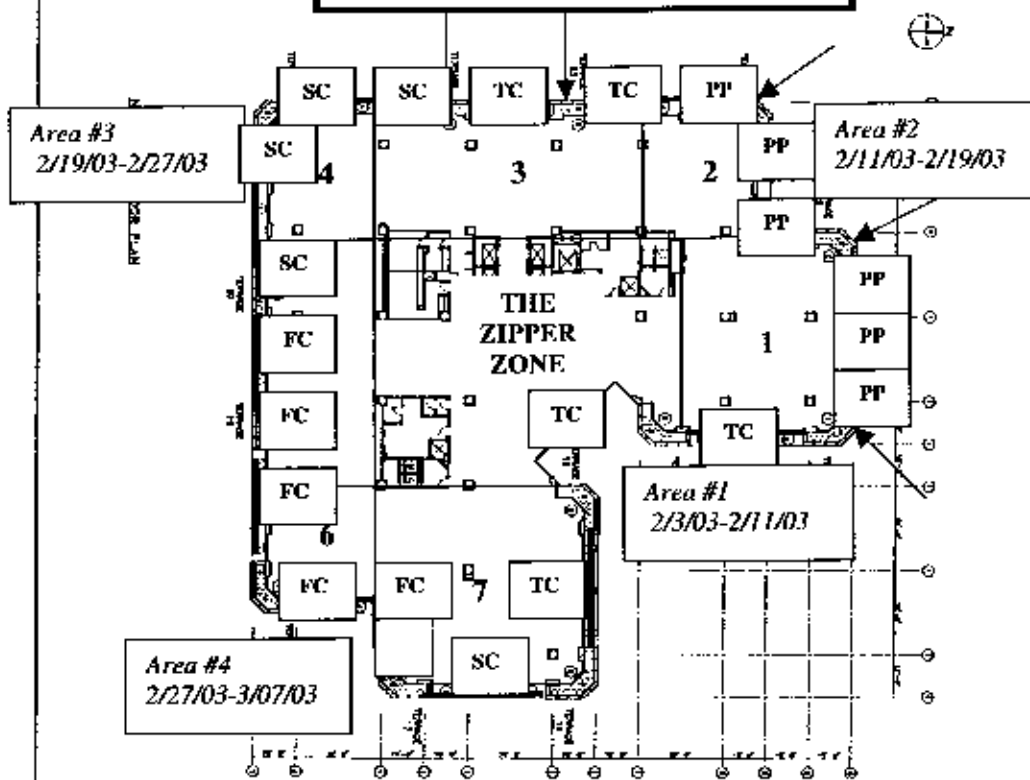
Page 2 of Issue #33

6. NIOSH Visit Early March, 2003
NIOSH is preparing for the next phase of their study and plans to be at 25 Sigourney Street from March 9 –March 14, 2003. Some sampling and further investigative work will be conducted. More detailed information will be distributed by NIOSH through your agency.
7. Change in Property Managers
Effective March 3, 2003, Tunxis will be introducing a new property manger to the site, David Bell. Karen Tietjen will train David and will be assuming a new position with Tunxis Management. All other Tunxis staff will remain the same.

Distribution List:

P. Delahunty, M. Becerra, A. Nichols, J. Brown, G. Faraci, W. Ponticelli, S. Bobala,
DPW
K. Meccariello, K. Tietjen, L. Cohen, M. Halle-Tunxis
K. Pedevillano, M. Thibodeau, K. Forsa, A. Alling, T. Lawson-DRS
A. Hardy, M. Barrett, M. Starkowski, T. A. Palmer-DSS
Dr. Storey, A. Bracker, M. Trape, L. Benaise-UCONN Health Center
R. Palo, J. Pierce. D. Heckler-CONN-OSHA
C. Webb, M. Fleissner, T. St.Louis-DPH
C. Rao, J. Ganser, M. Johnson-NIOSH
B. Barry, EH&E
L. Cannon, S. Arena-Enviromed
M. Winkler, A&R Employees Union

As of Thursday, February 27, 2003



**17th Floor sheetrock plan
25 SIGOURNEY STREET
Proj. No.: BI-2B-033**

LEGEND

—▶ Black arrow indicates work location that requires additional masonry repairs prior to sheetrock being installed.

Grey arrow indicates locations that require additional abatement.

LEGEND

SR --- Sheetrock
FC --- Taped/1st Coat of Compound
SC --- Sanded/2nd Coat of Compound
TC --- Sanded/3rd Coat of Compound
PP --- Primed/1st Coat of Paint
PT --- Final Coat of Paint
CT --- Install Ceiling Tile
□ --- In Progress
□ --- Completed

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: April 28, 2003
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet Issue #34

This is Issue 34 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. The next issue is anticipated for late May, 2003. *The DRS/DSS business office receives daily updates and, in turn, daily updates are distributed as appropriate to employees.*

1. Restrooms Remediation

Funding was secured and work after hours commenced on Good Friday, April 19, 2003 and will continue after hours through May 15, 2003. Restrooms are re-opened for the work day. Notification dated 4/14/03 was distributed to the DRS and DSS business offices for distribution as appropriate.

2. Carpeting 18th Floor in areas where perimeter carpet was removed.

Funding was secured. We will install carpet after the interior sheetrock has been remediated. A separate notice with the anticipated schedule will be published.

4. Construction Activity

Construction activities are taking place on various sides and levels of the building. A schedule of construction activities and where work is taking place is submitted to agency representatives on a daily basis for their distribution as appropriate.

5. Roof Project

This project was bid. Awaiting bond funds.

6. NIOSH Consultant Visit Early March, 2003

The NIOSH consultant conducted this phase of their study. Any further information will be distributed by NIOSH through your agency.

Distribution List:

P. Delahunty, M. Becerra, A. Nichols, J. Brown, W. Ponticelli, S. Bobala, DPW
K. Meccariello, K. Tietjen, D. Bell, M. Halle-Tunxis
K. Pedevillano, M. Thibedeau, K. Forša, A. Alling, T. Lawson-DRS
A. Hardy, M. Barrett, M. Starkowski, T. A. Palmer-DSS
Dr. Storcy, A. Bracker, M. Trappe, L. Benaise-UCONN Health Center
R. Palo, J. Pierce, D. Heckler-CONN-OSHA
C. Webb, M. Fleissner, T. St. Louis-DPH
C. Rao, J. Ganser, M. Johnson-NIOSH
B. Barry, EH&E
L. Cannon, S. Arena-Enviromed
M. Winkler, A&R Employees Union

TO: Kelli Pedevillano, Department of Revenue Services
 T. A. Palmer, Department of Social Services
 FROM: Donna Baisley, Department of Public Works
 DATE: April 11, 2003
 RE: **Restroom Remediation to Commence**
 Good Friday, April 18th (State Holiday)
 Remainder of work will occur After Hours During Week
 From 5:30pm through Midnight (Approximately 4 weeks to complete)

Please notify your employees as appropriate regarding the following:

As discussed earlier today, funds have been approved for the restroom remediation which is scheduled to commence on a State Holiday, Good Friday, April 18th at 8:00 in the morning. A professional remediation company has been contracted along with a professional environmental firm to observe containment procedures and monitor during removal of sheet rock. It is expected that containment will be installed on Friday, removal of affected wall areas will occur on Friday, April 18 and Saturday, April 19.

Restrooms will be open for Monday, April 21st; however, the taping and painting of the sheet rock will not be complete. Taping and painting will occur after 5:30 pm through midnight during the week. It may take up to four (4) weeks to complete the taping and painting. DRS and DSS agency liaisons will be updated daily regarding the evening activities.

If an employee should be required to come in on April 18th or 19th, the 5th floor restrooms will be open for use.

In most cases areas identified for remediation are 4'x4' sections primarily under or around sinks or urinals. Areas were identified by DPW boroscope and an inspection conducted by the NIOSH consultant.

Restrooms that have work occurring in them are as follows:

Floor	Ladies	Mens
19	X	X
18	X	X
17	X	X
16	X	NOTHING
12	X	X
11	X	X
10	NOTHING	X
9	NOTHING	X
8	X	X
7	NOTHING	X
6	NOTHING	X

Distribution via e-mail to: DPW-Delahunty,Bocerra,Nichols,Brown,Ponticelli,Bobala;
 Tunxis-Tietjen,Meccariello,Bell;DRS-Thibodeau,Forsa,Alling,Lawson;DSS-Hardy,
 Starkowski,Barrett;UConn-Storcy,Bracker,Trape,Benais;OSHA-Palo,Pierce,Heckler;DP11-
 Webb,Fleissner,SJ.Louis;NIOSH-Rao,Ganser,Johnson;Enviromed-Cannon,Area,EH&E,A&R-Winkler

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: June 10, 2003
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet Issue #35

This is Issue 35 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. *The DRS/DSS business office receives daily updates and, in turn, daily updates are distributed as appropriate to employees.*

1. **Restrooms Remediation-COMLETE**
2. **Carpeting 18th & 19th Floors in areas where perimeter carpet was removed,**
Funding secured.
18th Floor-Anticipated schedule for 18th floor removal of interior sheet rock is June 23 through August 5th with oversight by an environmental consultant during wallboard removal. Carpet will be installed after sheet rock has been completed.
19th Floor-Schedule to be determined.
3. **Construction Activity**
Construction activities are taking place on various sides and levels of the building. A daily schedule of construction activities is submitted to designated agency representatives for distribution as appropriate.
4. **Roof Project**
Funding secured.
Preliminary job meeting is scheduled. Further information will be distributed, as it becomes available.
5. **NIOSH**
DPW has not received any further updates or reports.

Distribution List:

P. Delahunty, M. Baccera, A. Nichols, J. Brown, W. Ponticelli, S. Bobala, DPW
K. Meccariello, K. Tietjen, D. Bell, M. Halle-Tunxis
K. Pedeviddano, M. Thibedeau, K. Forsa, A. Alling, T. Lawson-DRS
A. Hardy, M. Barrett, M. Starkowski, T. A. Palmer-DSS
Dr. Storey, A. Bracker, M. Trape, L. Benaïse-UCONN Health Center
R. Palo, J. Pierce-CONN-OSHA
C. Webb, M. Fleissner, T. St.Louis-DPH
C. Rao, J. Ganser, M. Johnson-NIOSH
B. Barry, EH&E
L. Cannon, S. Arena-Enviromed
M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: July 11, 2003
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet Issue #36

This is Issue 36 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. *The DRS/DSS business office receives daily updates and, in turn, daily updates are distributed as appropriate to employees.*

1. Carpeting 18th & 19th Floors in areas where perimeter carpet was removed.

Funding secured for carpet on the 18th and 19th floors.

18th Floor-Anticipated schedule for 18th floor removal of interior sheet rock is June 23 through August 5th with oversight by an environmental consultant during wallboard removal. Carpet order has been placed and would commence sometime in September. Schedule and notification will be coordinated through the DRS business office.

3. Construction Activity

Construction activities are taking place on various sides and levels of the building. A daily schedule of construction activities is submitted to designated agency representatives for distribution as appropriate. Remediation of water damaged sheet rock has been completed for the 18th floor and installation of new is in progress. The 16th floor is now in progress. Schedules and coordination are coordinated through the DRS business office.

4. Roof Project

Funding secured and contract awarded. Mobilization will commence, weather permitting, in August. Schedules and notifications will be coordinated through the DRS and DSS business offices.

5. NIOSH

We've been notified by Department of Public Health that NIOSH will in Hartford on August 12, 2003, for a quarterly meeting update with designated representatives of DPH, UCONN Health Center, OSHA, DPW, DRS/DSS, Tunxis and representatives of the various unions.

Distribution List:

P. Delahunty, M. Buccerra, A. Nichols, J. Brown, W. Ponticelli, S. Bobala, DPW
K. Meccariello, D. Bell, M. Halle-Tunxis
K. Pedevillano, M. Thibodeau, K. Forsa, A. Alling, T. Lawson-DRS
A. Hardy, M. Barrett, M. Starkowski, T. A. Palmer-DSS
Dr. Storey, A. Bracker, M. Trapp, L. Benaise-UCONN Health Center
R. Palo, J. Pierce-CONN-OSHA
C. Webb, M. Fleissner, T. St.Louis-DPH

•C. Rao, J. Ganser, M. Johnson-NIOSH
•B. Barry, EH&E
•L. Cannon, Enviromed
•M. Winkler, A&R Employees Union

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: July 29, 2003
RE: **25 Sigourney Street-Progress Report**
DRS/DSS Intranet Issue #37

This is Issue 37 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. *The DRS/DSS business office receives daily updates and, in turn, daily updates are distributed as appropriate to employees. The next issue is anticipated for August 8, 2003.*

Roof Project: Commences August 4, 2003-December 2003

As discussed in previous issues, funding has been secured and a contract has been awarded for the removal of the existing roofing system and installation of a new system. Scope includes roof of building; roof over garage stairwell; work in the circle driveway.

A brief overview of the roof project is as follows:

1. The roofing system for the building and a garage stairwell roof will be removed. Mobilization for the first phase of the job, the roof over the garage stairwell, will commence on or about August 4, 2003. Work in the front circle at the garage entrance/cxit will also commence the week of August 4th. One lane will be available to the entrance and exit.
2. Daily schedules and phases of work will be forwarded to the agency business offices for distribution as appropriate. Intranets will be published as needed.
3. Demolition of the window washer's concrete runway on the roof of the building will take place AFTER HOURS between 5:00pm and 9:00pm or weekends. Employees who may work late or on Saturdays should note that work may be noisy. Anticipated demolition schedule will be published in the next Intranet.
4. Demolition debris will be removed from the roof during the day via a crane stationed in the rear of the property (near delivery/loading dock area). The crane will also be used to deliver supplies to the roof. The crane will be moved into place just prior to 8/11/03.
5. Construction workers will be entering and leaving the building via the freight elevator with restricted access to the 19th floor as determined with the DRS business office.
6. A new roofing system called a modified bitumen membrane will be installed, covered with insulation and ballast. The architect selected this particular type of roofing because it is very reliable. This type of roof has recently been installed at schools and police stations during occupancy.
7. Although the work takes place on the roof with outside ventilation, nuisance level odors may be noticed during certain phases of the installation. The project team will be providing barriers when necessary to minimize odors from being introduced into the building.
8. Please contact your designated agency representative with questions and they will forward them for response by DPW.

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: August 6, 2003
RE: *25 Sigourney Street-Progress Report*
DRS/DSS Intranet Issue #38

This is Issue 38 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed.

The following is an update on roof construction activities. Please keep in mind that the schedule for roof construction activities is subject to change because of weather and other factors; however, daily notices will be forwarded to your business offices for distribution and periodic "progress reports" will be published.

The first stage of the roof project is the concrete demolition and ballast removal.

Ballast removal is complete.

Concrete demolition work will begin on the penthouse roof above the 20th floor rather than parking stairway roof as previously stated. This will begin Friday night, 8/8 after 5PM and is estimated to be complete by Tuesday evening, 8/12.

The concrete will be removed primarily by wet saw cutting. Some limited jack hammering may necessary. However, all very noisy operations will be performed between 5 and 9 PM on Saturdays.

Saw-cutting of concrete in the roof area above zone 7 on the 19th floor is scheduled to begin Wednesday evening 8/13/03 at 5:00 PM. Work will proceed clockwise around the roof and take about 3 weeks.

A crane is tentatively scheduled to be on site by August 25th. The crane will be used to remove debris from the roof. A bobcat will transport debris on the roof to a container staged in the north west corner of the roof.

Depending on the final location of the crane (on or about August 25th), upper garage roof parking MAY be closed to vehicular and pedestrian traffic. Parking is available on other levels of the garage or Lot A behind 25 Sigourney Street. Notice will be forwarded at a later date.

The next phase of the project is the application of the new membrane and installation of some new roof drains. More information on this work will be provided once demolition is nearing completion.

TO: Distribution to DRS & DSS Employees

FROM: Donna Baisley, DPW-Facilities Management

DATE: August 26, 2003

RE: 25 Sigourney Street-Progress Report
DRS/DSS Intranet Issue #39

This is Issue 39 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Daily schedules are forwarded to the DRS/DSS business for distribution as appropriate.

1. Carpeting for the 18th Floor-Starts Monday, September 8, 2003

Work is scheduled to commence Monday, September 8, 2003 after 5:00 p.m.

Advance notice will be forwarded by your DRS business office identifying the area scheduled for a particular evening and the steps you should take to prepare your desktop and file surfaces. A decision has been made to install the carpet to the perimeter walls.

2. Closure of Roof Parking for the Month of September

Sawcutting for the roof is 85% complete as of 8/26/03. Removal of the concrete from the roof will commence with the assistance of a crane being delivered to the site on Tuesday, September 2, 2003. The crane bucket will carry debris from the roof and will have to swing over the rooftop of the garage. Therefore, **rooftop parking will be closed to all pedestrians and vehicles for the month of September or until this phase of the work is completed.** Parking is available on other levels of the garage or Lot A behind 25 Sigourney Street.

Distribution via e-mail:

DPW-P. Delahunty, M. Boccia, A. Nichols, J. Brown, W. Ponticelli, S. Bobala
Tunxis-D. Bell, K. Tietjen, M. Halles
DRS-K. Forsa, K. Pedevillano, M. Thibedeau, A. Alling, T. Lawson
DSS-M. Starkowski, T. A. Palmer, A. Hardy, M. Barrett
UConn Health Center-E. Storey, A. Bracker, M. Trape, L. Benaise
CONN-OSHA-R. Palo, J. Pierce
DPH-C. Webb, M. Fleissner, T. St.Louis
NIOSH-C. Rao, J. Ganser, M. Johnson
EH&E-B. Barry
ENVIROMED-L. Cannon
A&R-M. Winkler

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: September 16, 2002
RE: 25 Sigourney Street-Progress Report
DRS/DSS Intranet Issue #40

This is Issue 40 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Daily schedules are forwarded to the DRS/DSS business for distribution as appropriate.

1. Carpeting for the 18th Floor-Starts Monday, September 8, 2003

Commenced Monday, September 8th and is expected to be completed Tuesday, September 16, 2003.

2. Roof Parking for the Month of September

A portion of the ramp to P5 was re-opened on Monday, September 15, 2003. P6 remains closed.

3. Installation of "Shoring" in Parking Garage for Mast Climber - Exterior Construction Work

Shoring is being installed on various levels of the parking garage for the mast climbers which facilitate access to equipment the contractor will be using for the exterior repairs. The mast climbers have been used on other areas of the building; however, in this case, the mast climber did not have a direct or clear shot to the ground for support. The shoring is used to spread the load of mast climber. The mast climber will be in place until the exterior construction work on this side of the building is complete (anticipating mid to late October).

4. Roof Project Status

Demolition and concrete removal is complete on the 19th and 20th floor. The 20th floor (penthouse roof) will be complete this week. The 19th floor roof has the 1st layer of roofing membrane installed and they are installing the 2nd layer of roofing membrane in Zone 1 today. The project has until December to be completed; however, at this point the job is running slightly ahead of schedule. Daily updates are forwarded to your Business Offices for distribution as appropriate.

5. Sheetrock Re-Installation

The 18th floor is 100% complete. Other areas on various floors are in various stages of installation and completion. Daily updates are forwarded to your Business Office for distribution as appropriate.

Distribution via e-mail:

DPW-P. Delahunty, M. Becerra, A. Nichols, J. Brown, W. Ponticelli, S. Bobala
Tunxis-D. Bell, K. Tietjen, M. Halles

DRS-K. Forsa, K. Pedevillano, M. Thibedeau, A. Alling, T. Lawson
DSS-M. Starkowski, T. A. Palmer, A. Hardy, M. Barrett
UConn Health Center-E. Storey, A. Bracker, M. Trape, L. Benaïsc
CONN-OSHA-R. Palo, J. Pierce
DPH-C. Webb, M. Fleissner, T. St.Louis
NIOSH-C. Rao, J. Ganser, M. Johnson
EH&E-B. Barry
ENVIROMED-L. Cannon
A&R-M. Winkler

TO: Distribution to DRS & DSS Employees
FROM: Donna Baisley, DPW-Facilities Management
DATE: December 8, 2003
RE: 25 Sigourney Street-Progress Report
DRS/DSS Intranet Issue #41

This is Issue 41 for the "25 Sigourney Street-Progress Report". It is forwarded to DRS and DSS for distribution on the Agency Intranet in order to keep employees informed. Daily construction schedules are forwarded to the DRS/DSS business offices for distribution as appropriate.

1. Carpeting for the 19th Floor

Carpet installation for the 19th floor is expected to commence after hours the week of January 12, 2003 and will take approximately three (3) weeks to complete. We will work through the DRS Business office to notify employees prior to start of work.

2. Exterior Repairs-Building Envelope

Anticipated completion for the exterior building envelope is December 31, 2003, weather permitting. Final inspections will be conducted by the architectural and project management team at the conclusion of the job. The architect will furnish DPW-Facilities a recommended inspection and maintenance program. Since the job is nearing completion, as of December 1, 2003, Stephen Bobala of the DPW Project Team, will be replacing Purcell Associates. Stephen will be making periodic visits to the site until final completion of both the roof and exterior. Daily schedules will still be distributed to the business offices for each agency.

3. Roof Project Status

The roof project is on schedule for completion by December 31, 2003, weather permitting.

4. Interior Sheetrock Remediation & Re-Installation Project

Substantially complete. We are working with both agencies on an interior punch list.

Distribution via e-mail:

DPW-M. Baccerra, J. Brown, W. Ponticelli, S. Bobala
DSS-D. Bell, K. Tietjen, M. Halle
DRS-K. Forsa, K. Pedevillano, M. Thibedeau, A. Alling, T. Lawson
DSS-M. Starkowski, D. Barry, T. A. Palmer, A. Hardy, M. Barrett
UConn Health Center-E. Storey, A. Bracker, M. Trape, L. Benaise
UConn-OSHA-R. Palo, J. Pierce
DPII-C. Webb, M. Fleissner, T. St.Louis
NIOSH-C. Rao, J. Ganser, M. Johnson
E&E-B. Barry
ENVIROMED-L. Cannon
A&R-M. Winkler

Called Katie 2:30 to advise unit

Meeting Notes w/Dr. Storey 12/4/03 Jackie, Donna, Eileen, Paula, Nancy.

Distribution to: Manuel Becerra, Jacquelyn Brown, Donna Baisley, DPW; Kevin Forsa-
DRS,

1. UCONN prefers not to bring people back until 100% done. That means end of January because carpet on 19 won't start until 1/12/04...3 weeks to complete; work in Commissioner's suite lunchroom won't start until early January, 2004. UCONN will contact DRS IIR and employees.

2. In order to prepare for the return of DRS employees, DPW agreed to accelerate completion of items listed below prior to the end of January, 2004.

-DPW will arrange to commence annual carpet cleaning starting with DRS floor 14 first and complete prior to end of January. Floors 18, 19 have new carpet and will not be cleaned; however, they will be thoroughly vacuumed. 17 & 5 have been installed for one year, therefore, will be cleaned.

-DPW will arrange to have all file cabinets, work station tops. *DPW will be down* prior to end of January; vacuum chairs and fabric panels. - *vertical blinds*

-DPW will have ceiling vents & diffusers vacuumed.

-DPW will re-inspect all restrooms.

-DPW will forward UCONN final Moisturevision report.

3. UCONN suggests they perform a walk through prior to employees coming back. We advised that should be coordinated through Anne Alling, DRS-IIR.
4. UCONN suggested a follow up meeting w/Health Professionals prior to return of employees. DPW will contact DPH to initiate.
5. We discussed inspection program, preventative maintenance for both interior of building & exterior, use of Moisturevision for follow up inspections.
6. Once the DRS floors have been completed, we will move down & do items 3,4,5,6 in the DSS space.

back up down